

Meeting Agenda

Board of Trustees – Bloomfield-Eastern Greene County Public Library

Wednesday, June 10, 2020

1. Approval of Claims & Payroll
2. Approval of Minutes
3. Presentation & Approval of Treasurer's Report
4. Librarian's Report
5. Personnel Report
6. Finance Committee Report
7. Building & Grounds Committee Report
8. Old Business:
 - a. HVAC Repairs
 - b. Curbside Service Stats
9. New Business:
 - a. New Library Hours
 - b. Building & Signage Repairs
 - c. Budget Adjustments
 - d. Digital Music Service
 - e. Annex Basement Vault
 - f. New Hire / Part-Time Benefits
10. Public Comment
11. Adjournment

Voucher List

Bloomfield-Eastern Greene County Public Library

Report Date: From 5/1/2020 To 5/31/2020

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	206	PERF	5/1/2020	PERF Deposit	\$1,627.14
0	207	INDIANA DEPT OF REVENUE	5/1/2020	State and County Tax Deposit	\$1,190.92
0	208	INTERNAL REVENUE SERVIC	5/1/2020	Federal Tax Deposit	\$4,990.73
0	209	PAYROLL	5/1/2020	PAYROLL	\$21,839.88
1762	211	MICHELE ROGERS	5/1/2020		\$1,650.00
1764	213	AMAZON	5/5/2020		\$22.99
1765	214	EASTERN HEIGHTS UTILITIES	5/5/2020		\$16.17
1766	215	GADELLNET CONSULTING SE	5/5/2020		\$75.00
1767	216	PITTMAN FAMILY FARMS LAW	5/5/2020	03.31.2020 - 05.01.2020 MOWING SERVICES	\$320.00
1768	217	KIMBERLY PORTER	5/5/2020	REIMBURSEMENTS: 3	\$42.75
1769	218	D-PENDABLE WASTE REMOV	5/5/2020	ACCT. 168-2	\$45.00
1770	219	SEWAGE DISPOSAL WORKS	5/7/2020	UTILITY: MAIN & ANNEX	\$148.00
1771	220	RICOH USA, INC (ATLANTA)	5/7/2020	INVOICES: 1 LATE PAYMENTS: 2	\$126.85
1772	221	RICOH USA, INC (CHICAGO)	5/7/2020		\$14.28
1773	222	ROBERTS CRAWLSPACE & B	5/7/2020	DRAINAGE & FORTIFICATION: EASTERN BRANCH	\$4,800.00
1774	223	BLOOMFIELD SUPPLY & HAR	5/7/2020	INVOICES: 1	\$4.49
1776	224	DUKE ENERGY	5/7/2020	UTILITY: MAIN & ANNEX BRANCH	\$807.28
1777	225	UNITED HEALTHCARE	5/7/2020	OUTSTANDING BALANCE	\$1,309.73
1778	226	JOHN MUSGRAVES	5/7/2020	GROUNDKEEPING	\$57.50
1779	227	ABELL ELEVATOR INTERNATI	5/7/2020	SERVICE 5/1/20 TO 7/31/20	\$254.23
1780	228	UNIQUE MANAGEMENT SERVI	5/7/2020		\$20.16
1781	229	SCHOLASTIC INC	5/7/2020		\$56.75
1782	230	JUDY LOUISE	5/7/2020	REIMBURSEMENT: WASTE DISPOSAL	\$90.00
1783	231	ENA Services LLC	5/7/2020		\$503.00
1784	232	CENTURYLINK	5/7/2020		\$0.80
1785	233	COMCAST	5/7/2020		\$139.64
1786	234	UDWI	5/7/2020	UTILITY	\$129.00
1787	235	AMAZON	5/7/2020	INVOICES: 6	\$318.41
1788	236	BAKER & TAYLOR	5/7/2020	INVOICES: 4	\$775.02
0	237	MICHELE ROGERS	5/7/2020	REIMBURSEMENT: CLEANING SUPPLIES	\$0.00 void
1790	238	BLOOMFIELD SUPPLY & HAR	5/7/2020	INVOICES: 2	\$25.48
1789	239	JOHN MUSGRAVES	5/7/2020	GROUNDKEEPING - MAY	\$90.83
1791	240	EASTERN HEIGHTS UTILITIES	5/7/2020	UTILITY - MAIN & ANNEX	\$64.67
1792	241	AT&T	5/7/2020		\$149.13
1793	242	MIDWEST NATURAL GAS COR	5/14/2020	UTILITY - MAIN & ANNEX	\$208.08
1794	243	BEDFORD OFFICE SUPPLY	5/20/2020		\$38.00
1795	244	SMITHVILLE	5/20/2020	INVOICES: 1	\$37.17
1796	245	CENGAGE LEARNING	5/20/2020	INVOICES: 2	\$85.73
1797	246	JOHN MUSGRAVES	5/20/2020	GROUNDKEEPING - MAY 13-20	\$61.70
1798	247	FINDAWAY WORLD	5/20/2020	INVOICES: 2	\$300.12
1799	248	UNIQUE MANAGEMENT SERVI	5/20/2020		\$5.04
0	249	BLOOMFIELD-EASTERN GREE	5/20/2020	ACCOUNT TRANSFERS	\$0.00
1800	250	AMAZON	5/20/2020		\$238.43
1803	255	BLOOMFIELD-EASTERN GREE	5/28/2020	INTERBANK TRANSFER - PAYROLL	\$15,000.00
1805	257	JOHN MUSGRAVES	5/28/2020	GROUNDKEEPING	\$91.70

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$57,771.80

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 9, 2020


Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Bloomfield-Eastern Greene County Public Library on 1/1/1998.

Totals

Gross Pay: \$21,839.88		Deductions: \$5,219.22		Net Pay: \$16,620.66	
FICA:	Medicare:	Federal:	State:	County:	PERF: Health Ins Insurance
\$1,354.08	\$316.68	\$1,649.21	\$792.26	\$398.66	\$343.77
NT PERF	Tax PERF	EIC:			
\$0.00	\$0.00	\$0.00			

Gross Pay:	\$21,839.88
Non Taxable	\$0.00
Taxable	\$21,839.88

Check Date

5/1/2020

Direct Deposit	\$0.00
Checks Written	\$2,002.27
Net Payroll	\$2,002.27

	Used	Earned
Regular	0	
Sunday	0	
Sick	1243.75	0
Vacation	13.5	17.61
Comp	0	0
Personal	0	0
Other	0	0
Total Hours:	1257.25	17.61

I Austin Stroud Director of Bloomfield-Eastern Greene County Public Library, hereby certify that I have examined the time record of each employee listed on Pages 1 to 4 of this payroll, that each employee has performed the services for which the salaries or compensation is paid; that to the best of my knowledge and belief no part of the salary or compensation or any employee listed hereon is being divided or paid to any person on account of or by reason of his employment; that the compensation listed opposite the name of each employee is based upon either statutory or regulatory authority and is justly due each such employee; that the deductions have been authorized for the purpose stated; that this payroll totaling \$ 21839.88 is correct and has by me been approved.

Dated April 28 20 20

Kevin H. H.
Director

I have examined the within claim and hereby certify as follows:

- This is in proper form.
- That it is duly authenticated as required by law.
- That it is based upon statutory authority.
- That it is apparently correct.

Walter Nelson
Disbursing Officer

Employer Share FICA Due =	\$1,354.08	\$2,708.16
Employee Share FICA Due =	\$1,354.08	
Employee Share Medicare Due =	\$316.68	\$633.36
Employer Share Medicare Due =	\$316.68	
Federal Tax Due =	\$1,649.21	
Total Tax Deposit Due =	\$4,990.73	

Employee PERF Due =	\$343.77	\$792.26
Employer PERF Due =	\$1,283.37	\$398.66
Total PERF Due =	\$1,627.14	\$1,190.92

Bloomfield-Eastern Greene County Public County

Board of Trustees

Wednesday, May 13, 2020

The Bloomfield-Eastern Greene County Public Library Board of Trustees met Wednesday, May 13, at 5:05pm at the Library Annex. Those present were Roger Doane - Presiding, Roger Axe, Luke Rudisill, Dinah Fuller, Martha Marmouze, Candice Patterson, Karen Holz – Director, and Wade Wallace – Treasurer/Bookkeeper.

Approval of Claims and Minutes:

Dinah made a motion to approve claims & payroll. Martha seconded. All in favor.

Dinah made a motion to approve minutes. Martha seconded. All in favor.

Treasurers Report:

Martha made a motion to approve the treasurer's report. Candice seconded. All in favor.

Librarian's Report

Martha made a motion to approve the librarian's report. Candice seconded. All in favor.

Personnel Report:

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees

FROM: Wade Wallace, Bookkeeper

RE: Personnel Report

DATE: May 13, 2020

Beginning Employment

- None

Ending Employment

- Beth Burcham – Literacy Coordinator, effective May 24, 2020

Job Changes

- Maxine Resler – Library Assistant, furlough effective April 25, 2020
- Armonda Riggs – Library Assistant > Literacy Coordinator, effective May 24, 2020

Finance Committee Report:

None.

Building & Grounds Committee Report:

None.

Old Business:

Karen provided detail on the repairs made to the Library Annex roof. This project has concluded and been paid for.

New Business:

A loss of revenue was discussed due to our bi-annual property tax reimbursement being potentially reduced. This won't set the library back, as budget cuts have been made during quarantine to prepare for any losses (25% cut to material purchases except for eBooks). Similarly, the Farmer's Market budget can be used to pay for any COVID-19 related expenses since it is obsolete this year.

Karen talked about a small cut in employee hours as well as library hours of operation in order to save money. Precautions should be taken to maintain consistency in library hours to avoid backlash. An exact schedule of operation was not decided, but the board did approve a change in hours once decided. Roger A. made a motion to approve Karen changing the hours. Martha seconded. All in favor.

Wade talked about the layout of the Treasurer's report and which time periods it should cover, exactly. A few months have been mixed together in past reports, and an official layout decision will help moving forward.

Karen talked about hiring an electrician out at the Eastern Branch to install a new outlet and remove the dysfunctional timer on the water heater.

Public Comment:

None.

Adjournment:

Roger D. moved to adjourn at 5:57pm. All present were in favor. The next regular public meeting will be Wednesday, June 10, at 5:00PM at the Library Annex.

Secretary

Luke moved to approve the three attached policies. Joshua seconded. All were in favor. The policies attached were: Investment Policy, Pandemic & Health Emergency Policy, and Succession Plan Policy.

****NOTES**

Treasurers Report:

PAYROLL: Net Pay of **\$16,620.66 (May 1)**

CLAIMS: Claims #206 – 211, 213 – 250, 255, and 257, totaling **\$57,771.80 in May**

BALANCE THE BUDGET:

- Transfer **\$175.00** from *Nonprint – Music* to *Nonprint – Audiobooks*
- Transfer **\$175.00** from *Nonprint – Music* to *eBook Services*
 - **Needs Board Approval: transfer Capital Outlays -> Other Services**

BUDGET STATUS:

Through **5** months of the year, we strive to be at or under **41.67%** in each of the four budget categories as well as overall. See the appropriation report through May 31, 2020 for the full numbers.

2020/Current Year through May 31, 2020

Personnel/Personal Services	40.80 % spent
Supplies	16.60 % spent
Other Services	36.50 % spent
Capital Outlays	22.90 % spent
OVERALL	36.60 % spent

2019/Prior Year Comparison through May 31, 2019

Personnel/Personal Services	44.10 % spent
Supplies	34.40 % spent
Other Services	33.00 % spent
Capital Outlays	35.00 % spent
OVERALL	- 39.90 % spent

Financial Report
Bloomfield-Eastern Greene County Public Library

Report Dates = 5/1/2020 to 5/31/2020

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
1 CASH CHANGE FUND	\$143.50	\$0.00	\$0.00	\$0.00	\$0.00	\$143.50
50 PETTY CASH	\$35.50	\$0.00	\$0.00	\$0.00	\$0.00	\$35.50
100 OPERATING	\$113,865.93	\$36,662.41	\$214,986.98	\$13,424.75	\$213,209.14	\$112,088.09
110 INVESTMENTS	\$192,198.79	\$0.00	\$0.00	\$0.00	\$0.00	\$192,198.79
Subtotal	\$306,243.72	\$36,662.41	\$214,986.98	\$13,424.75	\$213,209.14	\$304,465.88
2. Main						
300 PLAC	\$409.42	\$0.00	\$0.00	\$0.00	\$0.00	\$409.42
350 EVERGREEN FINES & FEES	\$1,624.31	\$0.00	\$49.99	\$0.00	\$47.00	\$1,621.32
600 SIM SMITH	\$3,291.42	\$0.00	\$0.00	\$0.00	\$0.00	\$3,291.42
650 LIRF	\$342.65	\$0.00	\$0.00	\$0.00	\$0.00	\$342.65
700 SALES TAX	\$12.85	\$0.00	\$0.28	\$0.00	\$0.53	\$13.10
750 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800 LEVY EXCESS OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
850 STATE TECHNOLOGY	\$0.00	\$829.74	\$4,167.04	\$0.00	\$6,395.82	\$2,228.78
900 RAINY DAY	\$41,021.94	\$0.00	\$0.00	\$0.00	\$0.00	\$41,021.94
905 TRANSFERS	\$0.00	\$15,000.00	\$68,000.00	\$15,000.00	\$68,000.00	\$0.00
Subtotal	\$46,702.59	\$15,829.74	\$72,217.31	\$15,000.00	\$74,443.35	\$48,928.63
3. Gift Fund						
400 GIFT	\$9,576.63	\$163.04	\$4,589.31	\$72.03	\$3,903.52	\$8,890.84
450 HUNTER TRUST	\$45,017.84	\$0.00	\$0.00	\$0.00	\$0.00	\$45,017.84
500 GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550 FLATER	\$1,177.64	\$0.00	\$0.00	\$0.00	\$0.00	\$1,177.64
605 SMITHVILLE GRANT	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,500.00
875 CONFERENCE SCHOLARSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$93,272.11	\$163.04	\$4,589.31	\$72.03	\$3,903.52	\$92,586.32
4. Withholdings						
200 PAYROLL	\$0.00	\$261.95	\$2,294.77	\$0.00	\$0.00	(\$2,294.77)
200.1 FEDERAL TAX	\$378.50	\$1,649.21	\$8,319.49	\$1,649.21	\$6,357.96	(\$1,583.03)
200.2 FICA	(\$11.79)	\$1,354.08	\$7,101.94	\$1,354.08	\$5,486.60	(\$1,627.13)
200.3 MEDICARE	(\$2.76)	\$316.68	\$1,660.95	\$316.68	\$1,283.17	(\$380.54)
200.4 STATE TAX	(\$6.15)	\$792.26	\$3,909.48	\$792.26	\$3,087.54	(\$828.09)
200.5 COUNTY TAX	(\$3.33)	\$398.66	\$2,080.87	\$398.66	\$1,605.43	(\$478.77)
200.6 PERF	(\$5.71)	\$343.77	\$1,699.61	\$343.77	\$1,329.77	(\$375.55)
200.7 Insurance	\$1,178.45	\$0.00	\$0.00	\$364.56	\$1,458.24	\$2,636.69
200.9 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,527.21	\$5,116.61	\$27,067.11	\$5,219.22	\$20,608.71	(\$4,931.19)
Grand Total	\$447,745.63	\$57,771.80	\$318,860.71	\$33,716.00	\$312,164.72	\$441,049.64

Total all banks = \$441,049.64

Appropriation Report for 100 OPERATING

Bloomfield-Eastern Greene County Public Library

Report Date: From 11/1/2020 To 5/31/2020

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.111 Salary of Librarian	\$79,000.00	\$0.00	\$79,000.00	\$32,425.28	\$32,425.28	\$46,574.72	59.0
1.112 Salary of Librarians(Hourly)	\$115,000.00	\$0.00	\$115,000.00	\$45,864.15	\$45,864.15	\$69,135.85	60.1
1.113 Salary of Library Assistants	\$39,000.00	\$0.00	\$39,000.00	\$15,253.01	\$15,253.01	\$23,746.99	60.9
1.114 Salary of Pages	\$19,000.00	\$0.00	\$19,000.00	\$4,732.46	\$4,732.46	\$14,267.54	75.1
1.115 Salary of Coordinators	\$8,000.00	\$0.00	\$8,000.00	\$5,918.18	\$5,918.18	\$2,081.82	26.0
1.116 Salary of Substitutes	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$6,500.00	100.0
1.131 Salary of Treasurer	\$14,000.00	\$0.00	\$14,000.00	\$10,353.75	\$10,353.75	\$3,646.25	26.0
1.21 Library FICA and Medicare	\$23,000.00	\$0.00	\$23,000.00	\$8,762.89	\$8,762.89	\$14,237.11	61.9
1.22 Unemployment	\$4,444.00	\$0.00	\$4,444.00	\$214.21	\$214.21	\$4,229.79	95.2
1.23 PERF Employer Contribution Share	\$17,000.00	\$0.00	\$17,000.00	\$6,345.09	\$6,345.09	\$10,654.91	62.7
1.241 Employee Group Insurance	\$16,000.00	\$0.00	\$16,000.00	\$9,179.01	\$9,179.01	\$6,820.99	42.6
Subtotal	\$340,944.00		\$340,944.00	\$139,048.03	\$139,048.03	\$201,895.97	59.2
<i>2. Supplies</i>							
2.11 Official Records	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
2.21 Cleaning Supplies	\$1,500.00	\$0.00	\$1,500.00	\$575.02	\$575.02	\$924.98	61.7
2.31 Building Materials	\$2,000.00	\$0.00	\$2,000.00	\$124.39	\$124.39	\$1,875.61	93.8
2.41 Library Supplies	\$9,000.00	\$0.00	\$9,000.00	\$1,575.82	\$1,575.82	\$7,424.18	82.5
2.43 Adult Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$157.73	\$157.73	\$1,142.27	87.9
2.44 Teen Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$103.73	\$103.73	\$1,196.27	92.0
2.45 Children's Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$425.16	\$425.16	\$874.84	67.3
2.46 Eastern Program Supplies	\$1,300.00	\$0.00	\$1,300.00	\$51.23	\$51.23	\$1,248.77	96.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
2.47 Farmers Market Supplies	\$800.00	\$0.00	\$800.00	\$72.52	\$72.52	\$727.48	90.9
Subtotal	\$18,600.00		\$18,600.00	\$3,085.60	\$3,085.60	\$15,514.40	83.4
3. Other Services and Charge							
3.13 Legal Services	\$1,000.00	\$0.00	\$1,000.00	\$16.00	\$16.00	\$984.00	98.4
3.141 Other Professional	\$18,000.00	\$0.00	\$18,000.00	\$12,410.79	\$12,410.79	\$5,589.21	31.1
3.142 Database Subscriptions	\$4,000.00	\$0.00	\$4,000.00	\$647.77	\$647.77	\$3,352.23	83.8
3.143 eBook Services	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0
3.21 Telephone	\$4,500.00	\$0.00	\$4,500.00	\$74.46	\$74.46	\$4,425.54	98.3
3.22 Postage	\$750.00	\$0.00	\$750.00	\$377.25	\$377.25	\$372.75	49.7
3.23 Traveling Expenses	\$3,000.00	\$0.00	\$3,000.00	\$60.04	\$60.04	\$2,939.96	98.0
3.24 Professional Meeting	\$3,000.00	\$0.00	\$3,000.00	\$70.00	\$70.00	\$2,930.00	97.7
3.251 Freight and Express	\$550.00	\$0.00	\$550.00	\$112.90	\$112.90	\$437.10	79.5
3.252 Evergreen	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.26 Internet Vendor	\$7,000.00	\$0.00	\$7,000.00	\$297.68	\$297.68	\$6,702.32	95.7
3.31 Advertising and Publicity	\$400.00	\$0.00	\$400.00	\$259.00	\$259.00	\$141.00	35.3
3.32 Printing	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.42 Library Insurance	\$13,000.00	\$0.00	\$13,000.00	\$23.00	\$23.00	\$12,977.00	99.8
3.51 Gas	\$7,500.00	\$0.00	\$7,500.00	\$1,830.75	\$1,830.75	\$5,669.25	75.6
3.52 Electric	\$26,000.00	\$0.00	\$26,000.00	\$6,511.32	\$6,511.32	\$19,488.68	75.0
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$263.50	\$263.50	\$1,736.50	86.8
3.54 Waste Disposal	\$2,100.00	\$0.00	\$2,100.00	\$725.00	\$725.00	\$1,375.00	65.5
3.61 Building Repair	\$20,000.00	\$0.00	\$20,000.00	\$16,577.05	\$16,577.05	\$3,422.95	17.1
3.62 Equipment Repair	\$10,000.00	\$0.00	\$10,000.00	\$2,257.88	\$2,257.88	\$7,742.12	77.4
3.63 Janitorial Service	\$20,000.00	\$0.00	\$20,000.00	\$8,250.00	\$8,250.00	\$11,750.00	58.8
3.91 Dues	\$3,000.00	\$0.00	\$3,000.00	\$5,063.35	\$5,063.35	(\$2,063.35)	-68.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
4. Capital Outlays							
Subtotal	\$153,100.00		\$153,100.00	\$55,827.74	\$55,827.74	\$97,272.26	63.5
4.31 Improvements - Other	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
4.41 Furniture and Equipment	\$10,000.00	\$0.00	\$10,000.00	\$1,149.98	\$1,149.98	\$8,850.02	88.5
4.51 Books - Adult Fiction	\$10,000.00	\$0.00	\$10,000.00	\$3,090.90	\$3,090.90	\$6,909.10	69.1
4.521 Books - Adult Nonfiction	\$6,250.00	\$0.00	\$6,250.00	\$980.81	\$980.81	\$5,269.19	84.3
4.522 Books-Local History/Genealogy	\$1,000.00	\$0.00	\$1,000.00	\$37.00	\$37.00	\$963.00	96.3
4.53 Books - Children	\$7,750.00	\$0.00	\$7,750.00	\$2,800.04	\$2,800.04	\$4,949.96	63.9
4.54 Books - YA	\$3,750.00	\$0.00	\$3,750.00	\$562.94	\$562.94	\$3,187.06	85.0
4.55 Books - Eastern	\$7,000.00	\$0.00	\$7,000.00	\$1,639.90	\$1,639.90	\$5,360.10	76.6
4.61 Periodicals and News	\$3,250.00	\$0.00	\$3,250.00	\$685.52	\$685.52	\$2,564.48	78.9
4.71 Nonprint - Adult DVD	\$3,879.00	\$0.00	\$3,879.00	\$1,152.61	\$1,152.61	\$2,726.39	70.3
4.72 Nonprint - Music	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	100.0
4.73 Nonprint - Audiobooks	\$6,750.00	\$0.00	\$6,750.00	\$1,782.41	\$1,782.41	\$4,967.59	73.6
4.74 Nonprint - Childrens	\$3,250.00	\$0.00	\$3,250.00	\$1,515.41	\$1,515.41	\$1,734.59	53.4
4.75 Nonprint - YA	\$2,000.00	\$0.00	\$2,000.00	\$117.79	\$117.79	\$1,882.21	94.1
4.76 Nonprint - Eastern	\$4,750.00	\$0.00	\$4,750.00	\$1,456.91	\$1,456.91	\$3,293.09	69.3
4.77 Replacement Books & Nonprint	\$1,000.00	\$0.00	\$1,000.00	\$53.39	\$53.39	\$946.61	94.7
Subtotal	\$74,379.00		\$74,379.00	\$17,025.61	\$17,025.61	\$57,353.39	77.1
Grand Total	\$587,023.00	\$0.00	\$587,023.00	\$214,986.98	\$214,986.98	\$372,036.02	63.4

Approved by the State Board Of Accounts for Bloomfield-Eastern Greene County Public Library on 1/1/1998.

Personnel Report

Wednesday, June 10, 2020

TO: Bloomfield-Eastern Greene County Public Library Board of Trustees

FROM: Wade Wallace, Bookkeeper

RE: Personnel Report

DATE: June 10, 2020

Beginning Employment

- Ben Briles – Genealogy & Cataloging Librarian, effective barring Board Approval

Ending Employment

- None

Job Changes

- Maxine Resler – Library Assistant > Substitute Librarian, effective June 1, 2020

LIBRARIAN'S REPORT MAY 2020

BLOOMFIELD

June, 2020 Board Meeting

Juvenile Circulation	2020	2019	2018
Juvenile Fiction	116	789	824
Juvenile Non-Fiction	12	117	146
Juvenile DVDs	16	172	127
Audiobooks & Kits	4	44	52
Juvenile Magazines	0	13	19
YA Books	11	201	187
YA Games & Audios	2	83	31
Total Children's:	161	1359	1386

Adult Circulation	2020	2019	2018
Fiction	128	768	680
Non-Fiction	21	396	374
Magazines	14	110	59
Music CDs		48	83
Audiobooks	12	127	148
Playaways	15	51	89
Overdrive	1294	1120	807
DVDs	107	1181	1121
Video Games		15	15
Total Adult:	1591	3816	3376
TOTAL CIRCULATION:	1752	5175	4762

COMPUTER/EQUIPMENT USAGE		INTERLIBRARY LOAN SERVICES	
Children & Tween		Books borrowed/loaned from SRCs	
Teen		1/2	Books borrowed from EI libraries
Adult	3	220	
Total Internet	3		
Wireless	93		
Microfilm	0	179	Books loaned to EI libraries
Total:	878		
Programs:	0	children attended	programs
	0	teens attended	programs
	0	adults attended	program
Outreach:	0	items delivered to	0 Patrons
		items delivered to	offsite locations
	0	books delivered to	0 Daycares

Items Added:		Desk Collection:	
Adult Books Purchased		Fines & Fees	0.00
Magazines Added		Copier Fees	0.00
Adult AV items purchased		Other Fees	0.00
YA books/AV purchased		Total:	0.00
Children books purchased			
Children AV purchased		Total Patrons:	
		Bloomfield	1460
		Eastern	370
		Total	1830
		New Resident Cards:	
		Number of Items:	
		Bloomfield	48090
		Eastern	9546
		Genealogy Requests:	4